Approved For Release 2006/04/13: CIA-RDP72-00039R000100440003-8

21 January 1964

MEMORANDUM FOR: Executive Officer

SUBJECT : Records Program Background Material

Here are a few notes to simplify your research effort:

- 1. sets forth the CIA Records Administration Program and the responsibilities of each office to control and improve the efficiency and economy of its records practices.
- 2. As prescribed by regulation, the Office of Security has designated its Records Officer to develop and administer its Program to cover:
 - a. Forms design, control and review.
 - b. Reports analysis and improvement.
 - c. Files procedures, equipment and supplies
 - d. Systems surveys and improvement.
 - e. Records preservation, storage and disposal.
 - f. Vital records scheduling, storage and replacement.
- 3. In addition to the Agency Records Program in the Office of Security the Records Officer conducts internal surveys of administrative procedures and practices as requested by the Executive Officer. At present these include:
 - a. Conversion of manual records systems to ADP.
 - b. Elimination of badge photo exchange between two divisions.
 - c. Evaluation of suggestions on systems, forms, files and records.
 - d. Review of policy on Standby Duty Rosters for OS personnel.
 - e. Confer with PhySD and ADP Team on regulations on ADP security.
 - f. Conduct survey on office use of copy machines.
- 4. He is also assigned to coordinate in the Office certain external requirements and requests as received. These include:

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- a. A security position on retention of Comptroller files.
- b. Review of pending legislation for the General Counsel.
- c. Analysis of safety reporting procedures in O/Pers, Med. Staff and OS.
- d. Preparation of Security reply to DDS Mail Questionnaire.
- e. Confer with DDP officials to resolve computer compatibility.
- f. Created index for O/Logistics security office.

5.	Mor	e and	l more Security officials turn to the Records Officer for
	prof	essic	onal guidance and assistance as was noted in the 100% increase
	in ac	tivit	y in all phases of the records program in FY 63. Successful
`	proj	ects	completed in the last calander year include:
		Asso	led in the divelopment of me now in C/A and the
•	3,	a.	Intelligence Damage Assessment forms used Community
_			went posselle processe emporements
		b.	Completely revised Vital Records Schedule for entire
			Office. good in that les
		c.	Use of computer to create unique safe combinations
2	K	\mathbf{d} .	Use of computer to create unique safe combinations. Use of computer to analyze case processing let top management in appoint the same of the computer of the
			ment in specially recurry, clearer est por moreing.
		e.	Use of computer to correct thousands of Special Clearance
			records.
		f.	Tangible savings exceeding \$20,000 calculated from forms,
			equipment and records discuss 1
			equipment and records disposal controls,
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